

APPENDIX XLVI

(See Rule 639.)

*Memorandum of information for the guidance of Government servants
proceeding on leave out of India.*

1. *Report of Sailing.*—If a certificate of departure accompanies this memorandum, the Government servant should sign, stamp and post it to the Audit-Officer from whom the memorandum is received.

2. *Leave-salary Certificate or Colonial Leave-Salary Warrant.*—A Government servant before he leaves India should obtain from his Audit Officer a leave salary certificate or a Colonial Leave-Salary Warrant to enable him to draw his leave salary from the ~~Home Treasury~~ or in a Dominion or Colony, as the case may be. If for any reason he is unable to do so, it will be forwarded to him at the address which he should leave with his Audit Officer. 54/121

3. *Leave on Medical Certificate.*—A Government servant taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board at the India Offices, if required to do so.

4. *Certificate of leave necessary in certain cases.*—If a Government servant proceeds on extraordinary leave out of India, or on leave on average pay out of India during which he does not propose to draw leave salary, or if a Government servant proceeds to a Dominion or a Colony, he should obtain in a certificate of leave from the Audit Officer who audits his pay in his last post. This Certificate has to be presented by the Government servant to the High Commissioner for India, if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave or for permission to return to duty or for a last pay certificate before returning to duty.

5. *Report of arrival in the United Kingdom.*—When a Government servant arrives in the United Kingdom, he should at once report his arrival by letter to the High Commissioner for India, at India House, Aldwych, London, W. C. 2, giving an address at which letters will find him, and he should forward his leave salary certificate to the same authority on arrival, or as soon as he receives it from India.

6. *Military Officers in Civil Employ visiting foreign countries.*—Military Officers in Civil employ are bound by the instructions Nos. 93 and 94 of Part II of the Military Leave Rules (India), requiring that permission shall be obtained before visiting certain foreign countries named in those instructions and prescribing the procedure for obtaining such permission and the necessary passports.

7. *Payment at the ~~Home Treasury~~.*—The leave salary (including the sterling leave salary of Government servants drawing their leave salary in India or in a Dominion or Colony) of all Government servants is issued from the Home Treasury monthly in arrear on the first day of each calendar month. It will be paid to the Government servant on his personal application, or to his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having been permitted to execute a Deed of Covenant and Indemnity guaranteeing the Secretary of State or the High Commissioner 54/121

against loss consequent on his dispensing with the production of such proof), or on presentation of a payment form comprising a receipt and a life certificate both duly completed by the Government servant. A supply of life certificate forms may be obtained from the High Commissioner on the Government servant's written application.

8. *Payment in a Colony.*—Payment of leave salary will not be made by a Dominion or a Colonial authority unless the Government servant produces his copy of the warrant.

When no space for the entry of endorsements of payment remains upon the back of a Colonial leave-salary warrant or when a warrant is lost or destroyed, the Government servant concerned should make an application for a fresh warrant through the Dominion or Colonial Disbursing Office to the Audit Officer who issued the original warrant.

9. *Transfer of payment from one Dominion or Colony to another.* If the transfer from one Dominion or Colony to another of payment of the leave salary of a Government servant is sanctioned by the Dominion or Colonial authorities, such transfer must be reported by the Government servant to his Government and to the High Commissioner.

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10. *Transfer of payment from the ~~Home Treasury~~ to Dominion or a Colony and 'vice versa'.*—If a Government servant drawing his leave salary in a Dominion or Colony desires to transfer payment to the Home Treasury he can do so on production of his warrant to the High Commissioner. If one drawing his leave-salary from the Home Treasury desires to transfer payment to a Dominion or a Colony, he must obtain a warrant from the High Commissioner. A transfer of his kind must be reported by the Government servant to his Government.

11. *Extension or Commutation of leave.*—A Government servant absent on leave in Europe, North Africa, America or the West Indies who wished to have his leave extended or commuted, must apply to the High Commissioner for India about three months before the expiry of his leave and, unless the extension is desired on medical grounds, or is for a period of not more than 14 days, he must produce with his application evidence that the Government on whose cadre he is borne has been referred to by him and has no objection to the extension or commutation desired. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence and then for such period only as may be necessary to obtain the orders of the Government concerned, which will be sought by telegraph at the applicant's expense.

12. If on medical grounds a Government servant on leave in any of the localities named in paragraph 11 desires an extension for more than 14 days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so, he must as a general rule, appear at the India Office for examination by the Board, but in special cases, and particularly if he is residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside, the United Kingdom and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the Government servant.

13. If a Government servant on leave in any of the localities named in paragraph 11 has been granted leave on medical certificate and desires an extension on grounds other than medical, he must satisfy the Medical Board as prescribed in paragraph 12 above that he has recovered his health. Any such extension without medical certificate will only be admissible if the extension was due at the time the original leave was granted.

In the case of a Commissioned Medical Officer the Government will make a reference to the Director General, Indian Medical Service, before granting the permission.

14. A Government servant on leave out of India elsewhere than in any of the localities named in paragraph 11, who wishes to have his leave extended or commuted must apply three months before the expiry of the leave to the authority in India which granted it.

15. If an application made under paragraph 14 above is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form :—

‘ We hereby certify that we have carefully examined C. D. of the.....
 who is suffering from.....and we declare upon our honour that,
 according to the best of our judgment and belief, he is at present unfit for duty
 in India, and that it is absolutely necessary for the recovery of his health that
 his present leave, which will expire in India on.....shall
 be extended by..... $\frac{\text{months.}}{\text{weeks.}}$

Date.....

place

The certificate must describe in full detail the nature of the disease, and the present condition of the Government servant. If it be signed by foreigners, it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

16. *Return from leave.*—A Government servant may not without the permission of the authority which granted him leave, return to duty more than fourteen days before the end of leave. The rule applies also to Military officers subject to the Military Leave Rules. He must obtain permission to return to duty from the Government.

17. A Government servant, who is required to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

18. If the Government servant desiring to return is on leave in any of the localities named in paragraph 11, his application must be made to the High Commissioner, and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 12 above. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

19. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in paragraph 11, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

20. Permission to return will not be granted to Government servant to whom no leave salary certificate or colonial leave salary warrant has been issued, until he produces a certificate of leave.

21. *Last pay certificate.*—Before returning to duty, a Government servant on leave in Europe, must obtain a last-pay certificate from the High Commissioner, and bring it with him to India and not leave it with his Home Agent, as it will be required for presentation to the Audit Officer, if it is desired to draw on arrival in India, any advance which is permissible under the relevant rules of his Government. In such an event, the English last pay certificate should be with the Government servant, as it facilitates his identification at the Audit Office, and the advance has to be recorded on the certificate. A last-pay certificate will not be granted to a Government servant to whom no leave salary certificate has been issued unless he produces a certificate of leave. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer, by whom the pay of the post which he will join will be audited, his copy of the warrant which will serve as a last-pay certificate.

22. *Procedure on return to duty.*—A gazetted Government servant must report his return to duty to the Government under which he is serving. A Chaplain must report his return to the Bishop of his Diocese also.

23. On return to duty, the last-pay certificate obtained from the High Commissioner should be exchanged for a last-pay certificate which the Audit Officer of the province to which he has been posted will furnish addressed to the Treasury or at which, after his return, the Government servant intends to draw his pay and allowances.

24. *Acceptance of service during leave.*—A Government servant may not take any service or accept any employment without obtaining the requisite sanction in accordance with the relevant provision in the Fundamental Rules.

B. C. S. Rules

1. A Civilian Government servant on leave, who has received orders from the War Office or any other department of State in England to undertake any duty in the case of a national emergency, should obtain the permission of the Secretary of State before complying with such orders.

25. *Hospital for Tropical Diseases Gordon Street.*—Government servants from India in the United Kingdom suffering from Tropical Diseases are not always aware that, whether they are actually on leave on medical certificate or not, it may be to their advantage to appear before the Medical Board in order that the Board may advise them as to the best steps to take regarding such diseases.

Arrangements have been made for the diagnosis and preliminary treatment of the diseases, and for the admission of officers, when necessary, as in-patients at the Hospital for Tropical Diseases, 25, Gordon Street, W. C. I. A report is furnished to officer by the Hospital, which they can take with them to their own Medical adviser to enable him to carry out the treatment suggested. The cost of the examination and preliminary treatment at the Hospital and also that of the accommodation supplied

to officers admitted as in-patients is defrayed by the India Office but certain fees for surgical treatment, physicians' fees, etc., are payable by the officer himself. The Hospital is, also permitted to charge a special extra fee to senior officers of the Civil Department who on admission as in-patients, are at their own request given special accommodation. This extra fee is payable by the officer himself, the India Office paying that portion only of the total charge which represents the cost of ordinary, as distinct from special accommodation.

To secure these advantages, however, a recommendation to the Hospital for Tropical Diseases by the Medical Board is necessary, and, therefore, Government servants who wish to avail themselves of this arrangement should apply to appear before the Medical Board of the India Office as soon as possible after arrival.